Send a Contact/Distribution List to Another Outlook User

1. Select the Contact(s).
2. Select Actions, Forward. [Ctrl+F]

Print a Contact List

Outlook provides preformatted print styles depending on the current view of the Contact List.

1. Select the Contact folder.
2. Select File, Print or 🖨 button.
3. Select the print style.
4. Specify the print range.
5. Select OK.

Tip: To print the Phone List view, change the paper orientation to Landscape (Print button, Page Setup, Paper tab, select Landscape orientation).

Create a Contact Subfolder

1. Right-click on Contacts folder in Folder List.
2. Select New Folder.
3. Type name in Name box.
4. Select OK.

Change Contact Folder View

1. Select View, Current View.
2. Select the desired view.

Sort Items in Phone List View

Sorting is a way of arranging items in ascending or descending order.

1. Select View, Current View, Phone List.
2. Click in the column heading to sort in ascending order.
3. Click again to sort in descending order.

GroupItems in Phone List

Group items to see related items together, similar to an outline.

1. Select View, Current View, Phone List.
2. Select View, Current View, Customize Current view.
3. Select Group by.
4. In the Group items by box, select a field.
5. Select Ascending or Descending.
6. To display the field you are grouping items by, select the Show field in view box.
7. Select OK, **OK.**

Ungroup Items

1. Select View, Current View, Customize Current View.
2. Select Group By.
3. In the Group items by box, click none.

Filter Items

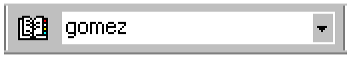
A filter is an easy way to view only those items or files that meet conditions you specify.

1. Select View, Current View, Customize Current View.
2. Click the Filter button.
3. Select the desired settings on the Contacts, More Choices and Advanced tabs.
4. Select OK, OK.

Note: To remove all filters, choose Clear All.

Find a Contact Quickly

1. On the toolbar, type the name of the contact you want to find in the Find a Contact box. Press Enter.



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2. If more than one contact with that name, select the contact from the Choose Contact box.
3. Select OK.

Office of Information Technology

Microsoft®

Outlook™ 2000

For Windows

CONTACTS

Quick Reference Card

1/16/00

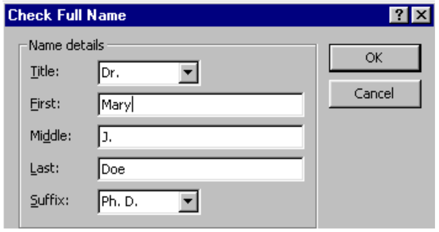
Create a Contact

1. Open the Contacts folder.

2. Select New button or double-click on blank part of screen. [Ctrl+Shift+C]

3. Enter the contact's name in the Full Name box (first name, middle initial, then last name).

   Note: If you plan to use items from the Contacts folder as the source for email, letters, envelopes, and mail merge projects, enter the full name including title and suffix (Dr. Mary J. Doe, Ph.D.).
   Note: Outlook files it as Doe, Mary J. It also parses the name as follows:



Name details
Title: Dr.
First: Mary
Middle: J.
Last: Doe
Suffix: Ph. D.

4. Enter the job title and company name.

5. Enter the Address
   a. Under Address, click the arrow button and click Business, Home, or Other.
   b. In the Address box, type the address. Press RETURN after each line of the address.
   c. To enter additional addresses for the contact, repeat steps a and b and use a different selection for step a.
   d. To set the mailing address, click Business, Home, or Other, and then select the This is the mailing address check box.

   Note: If you enter only one address, that address is used as the mailing address.

6. Type the E-mail address or click Address Book button and select a name. Outlook gets the E-mail address from the Global Address List.

7. Enter phone numbers.
   a. The format is (301) 435-0101. (You can type 3014350101 and Outlook will automatically format the number.)
   b. International format: +country code (area code) local number.

8. Type the Web page address. Outlook converts the text into a hyperlink.

9. Select the Details tab to enter personal information.

10. Click the Save and Close button.

Open or Modify a Contact

1. Double-click on Contact.
2. Make changes and click Save and Close button.

Create a Contact from an E-mail Message

1. Open the e-mail message.
2. Right-click on name on From: line.
3. Select Add to Contacts.
4. Add information, then click Save and Close button.

Save Contact/Distribution List Received in an E-mail

1. Make message window smaller so you can see the Contacts icon in Folder List.

2. Left Click on Contact icon and drag to Contacts folder.

Create a Contact from the Global Address List

1. Click the Address Book button .
2. Select the name.
3. Click on the Add to Personal Address Book button [Ctrl+Shift+B].
4. Add information, then click on Save and Close button.

Delete a Contact

1. Select the Contact.

2. Click or press the Delete key.

Create a Meeting

1. Select contact(s).
2. Select Actions, New Meeting Request to Contact or click on New Meeting Request to Contact button

Create a Message

1. Select the Contact(s).
2. Select Actions, New Message to Contact or click the New Message to Contact button.

Create a Distribution List

1. Select Actions, New Distribution List or click on the Distribution List button. [Ctrl+Shift+L]

2. Type a name for distribution list in the Name box.

3. Click Select Members to select names from the Global Address List (GAL) or a contact folder.

4. Click on Add New to add an address that is not in a contact folder or an address book.

5. Click on Save and Close.

Modify a Distribution List

1. In the Contact Folder, double-click on the Distribution List.

2. To add an address from an address book or a contact folder, click Select Members.

3. Click Add New to add an address that is not in a contact folder or an address book.